



Procedure for Special Events at the Auburndale Cove

The Cove is a beautiful location for picnics, company outings, and other special events. To make sure that your special event is abiding by all City of Newton laws and ordinances we ask that you fill out a special event permit application so we can better assist you in getting the appropriate permits and approval for your special day.

Steps to Holding a Special Event

Step 1: Call the Parks and Recreation Department to indicate your interest in holding a special event at the Auburndale Cove and to check availability of the interested date.

Step 2: Fill out an Auburndale Cove picnic application and submit it with the appropriate fees to Parks and Recreation. Permits are granted to Newton Residents ONLY.

Site 1 – 100 person site	\$30.00 per hour
Site 2 – 100 person site	\$30.00 per hour
Site 3 – 50 person site	\$20.00 per hour
Site 4 – 50 person site	\$20.00 per hour
Site 5 – Special Events not allowed in this site	

Step 3: If a special event permit is warranted, staff will send a special event permit to the picnic permit holder, or a copy can be found on the website under permits. Return the completed special event permit application and a letter indicating what will take place at the Cove during your special event to the Parks and Recreation Department.

Step 4: The Parks and Recreation Department will send you a checklist indicating what city departments you must get approval from in order to hold your special event. Some departments will require an additional fee be paid for their permits/approval. **Signatures and copies of all additional permits and paperwork must be attached to the checklist and submitted to the Parks and Recreation Department at least 5 working days prior to the date of your special event.**

Additional Signatures, Permits, or Paperwork Required

Depending on your special event, you may need to file additional permits or receive approval from additional City Departments which can be found at www.ci.newton.ma.us or at the address and phone numbers listed below.

For Caterers/Gas Grills:

1. In order to ensure that safe and sanitary foods are served to the public, groups using caterers or vendors must get approval from the Newton Health Department. The Newton Health Department is located at City Hall, 1000 Commonwealth Ave, Newton, MA 02459 (617) 796-1420
2. If propane tanks will be used for outside cooking the appropriate fees must be paid and permits received from the Newton Fire Department. The Newton Fire Department is located at 1164 Centre St, Newton, MA 02459 (617) 796-2230

For Alcohol:

1. Approval must be received from the Licensing Commission to sell alcohol. All applications and fees must be submitted to the Licensing Commission by Wednesday of the first week of the month prior to your event. Permits are issued after the monthly Commission meeting. The Commission Meeting is the third Tuesday of the month. Alcohol must be served in a designated area. The Board of License (617) 796-1420.
2. Approval must be received from the Police Department to consume alcohol. After receiving a temporary one day license to sell from the Licensing Commission, the appropriate fees must be paid and permits received to get a license to consume alcohol on public property. Once this form is obtained from the Police Department it must be signed by the Parks and Recreation Department before the Chief of Police will give final approval. The Newton Police Headquarters is located at 1321 Washington Street, Newton, MA 02465 (617) 796-2101
3. All groups consuming alcohol must have a police detail on duty while alcohol is being consumed. Appropriate fees must be paid and arrangements must be made for a police detail with the Newton Police Department. There must be a minimum of one uniformed officer or more if assigned by the Licensing Commission, based on their policy for a one day license.
4. All groups consuming alcohol must seek insurance naming the City of Newton as an additionally insured party for \$1,000,000.00. Insurance limitations must be confirmed and signed off by the City Solicitor. The City Solicitor's office is located at 1000 Commonwealth Ave, Newton, MA 02459 (617) 796-1240

For Rides/Amusements:

1. Any organization wishing to have entertainment in the form of animals or mechanical or inflatable amusements of any type must seek insurance naming the City of Newton as an additionally insured party for \$1,000,000.00. Insurance limitations must be confirmed and signed off by the City Solicitor. The City Solicitor's office is located at 1000 Commonwealth Ave, Newton, MA 02459 (617) 796-1240
2. Appropriate permits must be received and arrangements made for inspections of all amusement rides prior to the operation of the ride. Appropriate fees must be paid and permits received from the Building Inspector. The Building Department is located at 52 Elliot St, Newton, MA 02461 (617) 796-1600

Parking: There is a large parking lot at the Auburndale Cove, however when there are several picnics or one large picnic parking can be tight. Please encourage your group to carpool if possible. If cars are parked on West Pine Street, be sure they do not block driveways and that there is space for other cars, ambulances, or fire trucks to pass by. Any car found blocking a driveway or limiting vehicles from passing by will be towed.

Amplified Music: The Cove is located in a residential area and amplified music is NOT allowed.